introduction

THE PHIL-JobNet SYSTEM

The **Department of Labor and Employment**, together with **Admired Technologies, Inc**. enhances the system **Philippine Job Exchange Network (PHIL-JobNet)** for the **Bureau of Local Employment**. Such system was meant to exhibit the technical feasibility of a real-time job seeker-vacancy matching system.

The PHIL-JobNet was soft-launched on 1 May 1998 during the time of President Fidel Ramos. Subsequently, on 6 November 1998, President Joseph Ejercito Estrada launched the current version of the PHIL-JobNet as part of the pro-poor program of his administration.

After the launching of PHIL-JobNet in Malacañang, Regional launchings were conducted as part of the advocacy strategy adopted by the Department in popularizing an information technology-based employment service.

But even before the Malacañang launching and during the course of the development of PHIL-JobNet, several items for improvements were already identified. The said items were set aside, to be addressed in the next revision of the system. The intention of the PHIL-JobNet is to include as much relevant labor market concerns as possible covering as many stakeholders not only in the Philippines but also outside the country.

After the revision has been successfully done, the **Revised PHIL-JobNet System** now offers a friendlier internet-based system to make the job matching a lot easier. This **Manual** aims to provide the user a clear view of the Revised PHIL-JobNet System intended for Job Applicants to guide them on how to use the system efficiently and effectively.

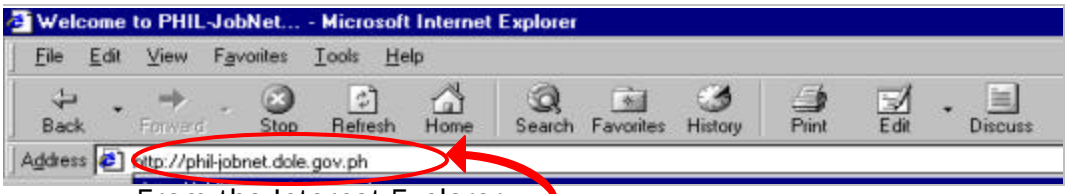
chapter 1
general concepts

A. System Access

The Philippine Job Exchange Network System, with *PHIL-JobNet* as the website name, is a user-friendly application accessible through the Internet. Its features are simple and easy to understand. It is specially designed to allow job applicants make an online resume for the purpose of job application. With a technology just a click away, job hunters don't have to go through a series of tedious proceedings in order to submit one's application letter and resume. Through this system, job applicants may be able to find matches for their qualifications and the establishments with job vacancy.

1. How to Access the PHIL-JobNet Website

Since the *PHIL-JobNet* is accessible through the Internet, it is important to remember its URL. To access the website, from the Internet Browser's Address window, the user has to key in the PHIL-JobNet URL:
phil-jobnet.dole.gov.ph


Welcome to PHIL-JobNet... - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Print Edit Discuss
Address http://phil-jobnet.dole.gov.ph

From the Internet Explorer Address window, type phil-jobnet.dole.gov.ph

2. The System's Website

After the user has correctly keyed-in the URL of the PHIL-JobNet, the **PHIL-JobNet Home Page** will appear on the browser's navigation window.

The PHIL-JobNet Home Page

The figure above shows the PHIL-JobNet Home Page. Notice that the Home Page is subdivided into five (5) major groupings which consists of the following:

WELCOME TO PHIL-JobNet
Job Applicants
• Log In to PHIL-JobNet • Sign Up •
Establishments
• Log In to PHIL-JobNet • Sign Up •
Skills for Hire:
• Skills Posting Form • Skills Posting Page •
Displaced Workers:
• Displaced Workers Form •
• Displaced Workers Page •
Statistical Summaries:
• Prospective Applicants •
• Job Opportunities •
P E S O Log In:
• Job Applicant Sign Up •
• Establishment Sign Up •

The Main Menu

The system's **Main Menu** is basically the heart of the entire system. The Main Menu contains submenus that prospective users will make use of. Users are classified into two (2) categories; (**1**) the **Job Applicants** and (**2**) the **Establishments** Posting Job Vacancies.

Major Links

Major Links Menu composes of three (3) submenus namely **Job Applicants**, **Establishments** and **Home**. This menu is nearly like that of the Main Menu since it also has the Job Applicants and Establishments submenu. However, the Major Links Menu is almost at all times visible, noticeably at the upper part of the screen. Unlike the Main Menu which can only be seen at the Home Page. The Job Applicants submenu opens the user into the **Log In page for Job Applicants**, the Establishments submenu opens the user into the **Log In page for Establishments** and the Home submenu lets the user go back to the website's **Home Page**.

Minor Links and Logo Links

[OTHER GOV'T LINKS] [HELP TOPICS] [SEARCH] [F.A.Q]
[NEWS AND UPDATES] [DIRECTORY] [CONTACT US]
[ABOUT PHIL-JobNet] [BLE-IS]
DEPARTMENT OF LABOR AND EMPLOYMENT
BUREAU OF LOCAL EMPLOYMENT
PHILIPPINE LABOR MARKET INFORMATION

The Minor Links Menu includes other relevant information about the system such as **Other Government Links**, **Help Topic**, **Search**, **F.A.Q.**, **News and Updates**, **Directory**, **Contact Us** and **About PHIL-JobNet**. The Logo Links provides system link to the three government institutions namely **Department of Labor and Employment**, **Bureau of Local Employment** and **Philippine Labor Market Information** systems.

News and Updates

The **News and Updates** contains current news items about Phil-JobNet. This section is also available under the Minor Links Menu.

PHIL-JobNet Statistics

Lastly, the PHIL-JobNet Statistics Section shows the current statistics about jobseekers and employers in the system. This section displays the total number of **Job Applicants**, **Job Vacancies**, **Skills for Hire** and **Displaced Workers**.

A **Search Engine** is also embedded in the Main Page. It is located directly above the PHIL-JobNet Statistics. It is used for searching the entire web with articles relevant to the keyword entered into the blank field.

To use this, enter the keyword on the field provided then click the **Go** Button. A new window, listing all the valid search results, will be displayed into the screen.

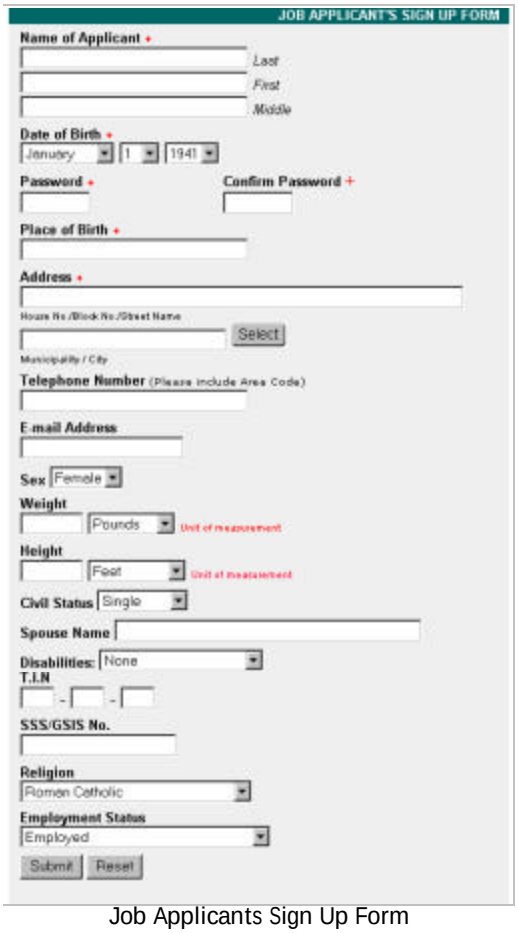
B. System Standard Features

Description	Features	What it does
Go Button		Signals the system to execute the command.
Visit Now! Button		Opens the website of the particular government link.
Pop-up Button		Opens a pop-up menu and displays down the selection values.
Select Button		Leads to List of Values Selection Facility.
Find Button		Displays the selection values in the List of Values Selection Facility form.
Reset Button		Clears all fields for uncommitted forms.
Submit Button		Submits the properly filled-up form.
Log In Button		Logs the user to the system.
Run Job Match Button		Displays the Job Applicants Main Page.
Update Profile Button		Opens an editable page for Profile updating.
Delete Record Button		Delete an existing record from the database.
Insert Record Button		Inserts/Adds a new record. Record Inserted/Added should be different from a record that already exists, otherwise, an error will occur.
Add New Record Button		
Links	**Links**	These are underlined blue-colored word or words that open a Link page.

chapter 2
the main menu

A. System Sign-Up For Job Applicants

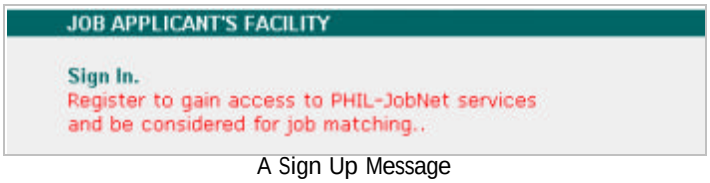
System **Sign up** is every applicant's primary step in accessing the system. Clicking *Sign Up* under *Job Applicants Submenu* will open the **Job Applicant Sign Up Form** where the applicant will be required to supply information into the blank fields. This is intended for applicants who want to get started and have a permanent record in the PHIL-JobNet. See Figure 2 for the illustration of Job Applicant's Sign-up Form.



Job Applicants Sign Up Form

The system will require entering the basic information about the user. Required fields, marked with **+**, should not be skipped. Otherwise, a system error will occur.

Message #1: Job Applicant's Facility



A Sign Up Message

Scenario #1:
How to Make a Successful Sign Up as Job Applicant

1. Place the mouse pointer into the blank fields provided. Make sure to supply all the required fields to avoid an error from occurring. Fields marked with + sign are obligatory fields and are important to be supplied.

> ***Tip:***
> *Use the **Tab key** or the **mouse pointer** to move on to the next field.*

2. Click the **Pop-up** Button to view and select the appropriate answer for fields with pull-down menu.

3. The **Select** Button, on the other hand will lead the user into **List of Values Selection Facility (LOV)** for City/Municipality as shown in the figure below.

List of Values Selection Facility for City/Municipality

4. The **Find** Button lets the user view the different City/Municipality in the selection. While the **Reset** Button clears the field.

> ***Note:***
> *All **Select** Button will open a **List of Values Selection Facility** for the corresponding field. Once the List of Values Selection Facility has opened, the user may type % sign and the beginning letter of the word or the entire word into the blank field provided. The **Find** Button will list down the values for selection.*

5. Click the **Submit** Button to submit the correct and properly accomplished sign up form. On the other hand, the **Reset** Button clears the entire fields for uncommitted forms.

6. The user will be informed whether the Registration has been successfully entered into the database. The next will show you a Successful Registration Form confirming the user's First, last and Middle Name, Date of Birth and Password.

Reminder:
*Always remember your **Password**.*
*The Password as well as your **Full Name** and **Birthday** will serve as your permission to Log In.*
Password sharing is strongly discouraged. To protect yourself from intruders, never share them to anyone else other than you.

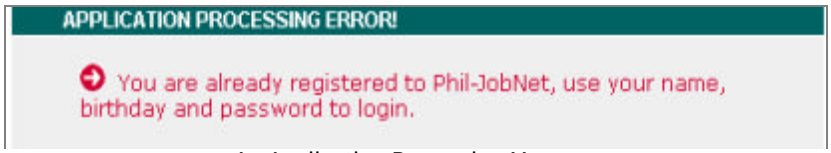
JOB APPLICANT'S REGISTRATION
You have been succesfully registered
Log In Informations:
First Name: anna
Last Name: santos
Middle Name: perez
Date of Birth: 01-JAN-71
Password : 2
You may now Log In to PHIL-JobNet to fill up your Portfolio and Job Preferences

A successful registration form.

7. After having a successful sign up, the user may proceed to the next step which is the Log In.

Message #2: Application Processing Error

An error message will appear reminding the user that the form submitted was already registered.



An Application Processing Message

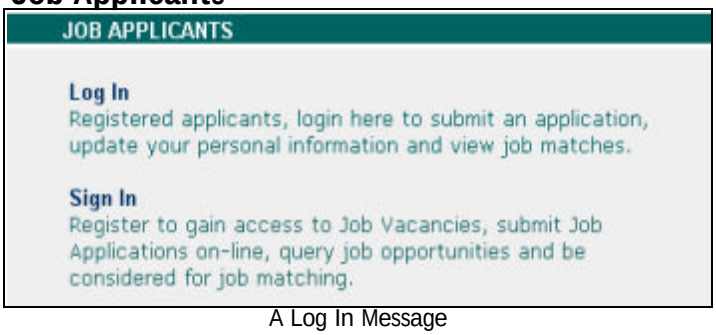
B. System Log In For Job Applicants

Job Applicants
Log In to PHIL-JobNet
Sign Up
PHIL-JobNet
DEPARTMENT OF LABOR AND EMPLOYMENT, PHILIPPINES
Looking for a Job?
Finding employees for your job vacancies?
Job Applicants Log In
JOB APPLICANTS
Log In
Registered applicants, login here to submit an application, update your personal information and view job matches.
Sign In
Register to gain access to Job Vacancies, submit Job Applications on-line, query job opportunities and be considered for job matching.
Last Name:
First Name:
Middle Name:
Date of Birth:
Password:
Log In to PHIL-JobNet
FORGOT MY PASSWORD
PHIL-JobNet Update!!!
Job Vacancies :
Registered Applicants :

Clicking *Log In to PHIL-JobNet* under *Job Applicants Submenu* will open the Log In page where the users will be asked to fill up their **Name – Last, First and Middle**, their **Birthday** and **Password**. This is intended for users who have already signed up. See the next figure for an illustration of Job Applicants Log In Form.

Job Applicants Log In Form

Message #3: Job Applicants


JOB APPLICANTS
Log In
Registered applicants, login here to submit an application, update your personal information and view job matches.
Sign In
Register to gain access to Job Vacancies, submit Job Applications on-line, query job opportunities and be considered for job matching.

A Log In Message

If in case the user fails to remember the password, the **FORGOT MY PASSWORD** link let the user retrieve the password by using the Password Retrieval Facility shown in figure below.

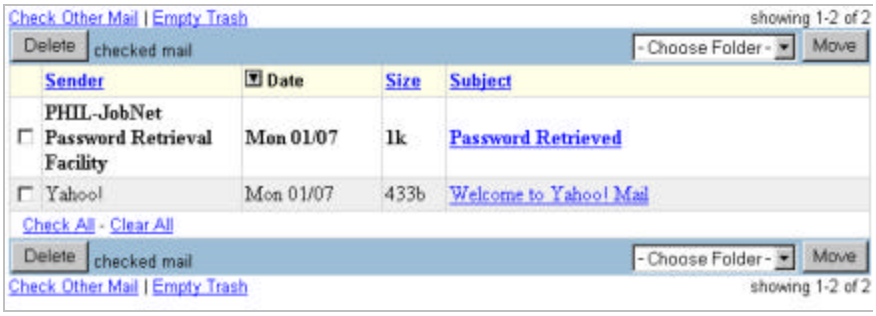
Note:
Only applicants with email address on their application form may be able to use the Password Retrieval Facility.

Enter values for mandatory fields such as Last Name, First Name and Middle Name. However, for Date of Birth fields, use the pop-up button to select from LOV.

The **Send my Password** Button initiates the command. A confirmation window will open to verify that the password was sent into the job applicant's email.

Confirmation Window for Password Retrieval

Click the **Close** Button after the transaction has been done. The figure below shows that the email for Password Retrieval was sent to the job applicant's mailbox.



Scenario #2:
How to make a successful Log In as Job Applicant

1. Position the pointer of the mouse to the blank fields by clicking the mouse's left button. The tab key may be used to move from one field to another.

> ***Tip:***
> *Make sure you have already signed up before proceeding to Log In.*

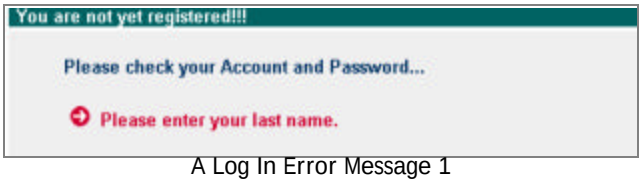
2. Supply the appropriate information needed on mandatory fields. Do not skip on any fields to avoid the error message from occurring.

> ***Tip:***
> *Click the **Pop-up** Button to view all the LOV.*

3. Click the **Log-In to PHIL-JobNet** Button to start the Log in.

Message #4: You are not yet registered!!!

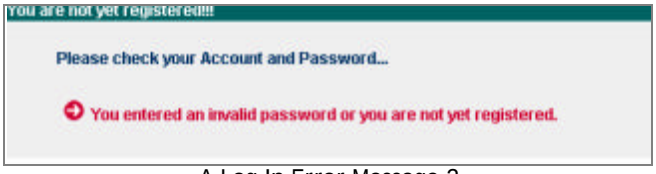
The system will display an error message once the user failed to input on any of the fields in the Log In form.



A Log In Error Message 1

Message #5: You are not yet registered!!!

The figure shows the error message that will be displayed if a wrong password was entered or when the user who hasn't signed up yet tried to log in.


You are not yet registered!!!
Please check your Account and Password...
You entered an invalid password or you are not yet registered.

A Log In Error Message 2

1. Job Applicant Main Page

However, a successful Log In will open the user to **Job Applicant Main Page**. It is where the prospective job applicant verifies the matches on job position the applicant is qualified into. The next figure will show the Job Applicant Main Page. Notice that there is no quoted job vacancy match for this illustration.

Log-out
Log-out means exiting your own record and going back to the main page...
DEPARTMENT OF LABOR AND EMPLOYMENT, PHILIPPINES
PHIL-JobNet
HTTP://PHIL-JOBNET.DOLE.GOV.PH
WELCOME!
TODAY IS NOVEMBER 29, 2001
ANNA P. SANTOS
JOB APPLICANT
List Results by:
BACK TO MY MATCH PAGE
POSITION DESIRED
Run Job Match for
You have 0 match(es).
| My Profile | My Portfolio | My Preferences |
Position
Count
DISCLAIMER:
All of the information in the PHIL-JobNet System have been provided by the owners of the information themselves, or by other sources external to the Department of Labor and Employment (DOLE), Philippines. DOLE and ADMIRED assume no responsibility for the inaccuracy or unreliability of the content
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DEPARTMENT OF LABOR AND EMPLOYMENT, PHILIPPINES

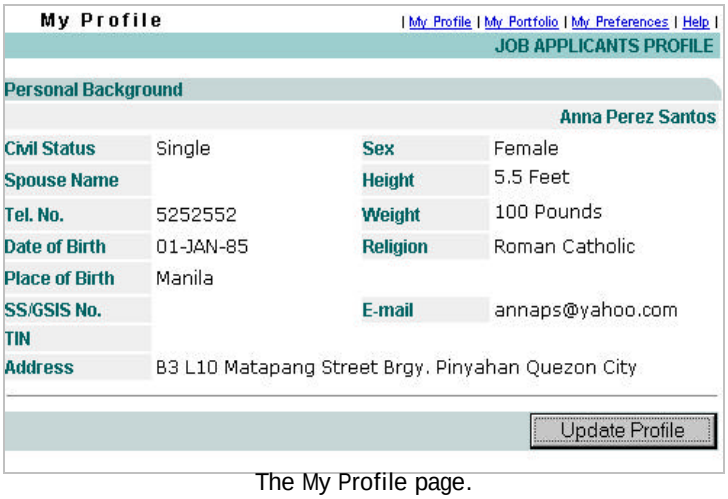
Job Applicant Main Page

The **Run Job Match** Button and the BACK TO MY MATCH PAGE link also opens the Job Applicant Main Page.

The Job Applicant Main Page has three (3) sublinks namely **My Profile**, **My Portfolio** and **My Preferences**. Each one is discussed in the succeeding topics.

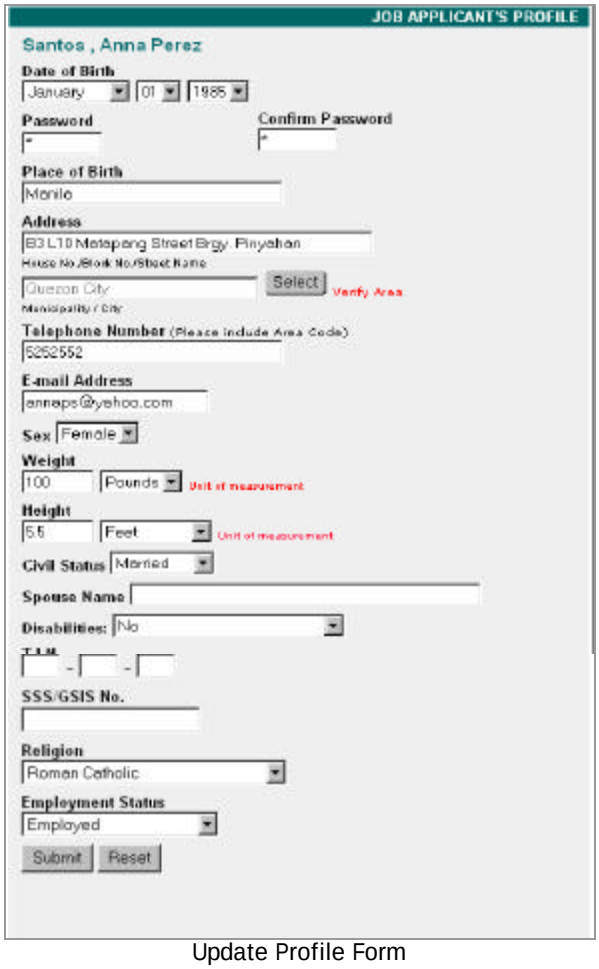
a. My Profile

The **My Profile** Page shows the basic information about the Job Applicant. Editing the information on this screen is not possible; the only option that the user may be able to update the Job Applicant's Profile is by clicking the **Update Profile** Button.



The My Profile page.

The next figure will show an illustration of a fully accomplished form used in updating profile.



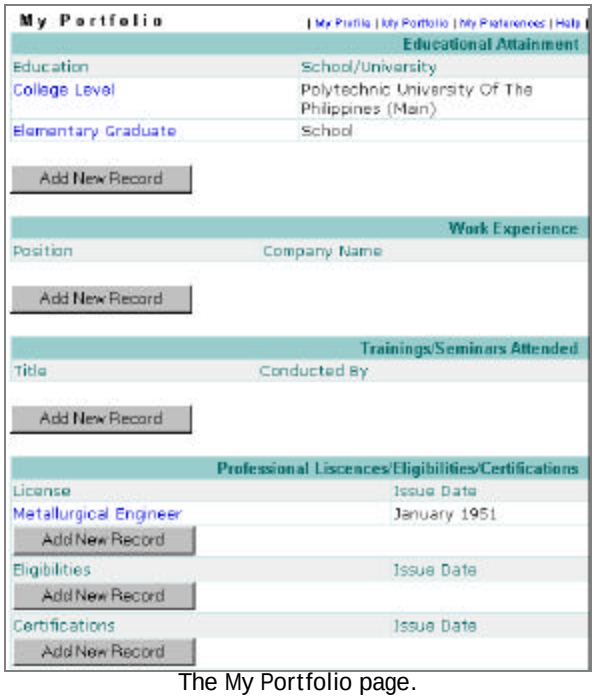
Update Profile Form

***Note**:*

The Update Profile form above is the same with the form used during Sign Up.

b. My Portfolio

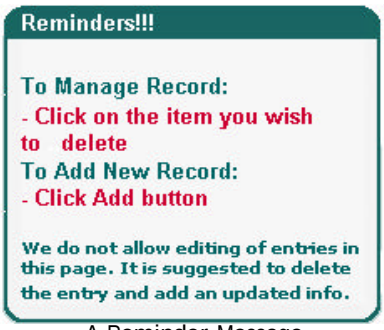
The **My Portfolio** page is like a personal folder that keeps track of the Job Applicant's vital information. Among these are **Educational Attainment**, **Work Experience**, **Trainings/Seminars Attended**, and **Professional Licenses/ Eligibilities/Certifications**. Just like the My Profile page, the My Portfolio page is also not susceptible to editing. But the user may use **Add New Record** Button corresponding to the My Portfolio submenu to add another record to the job applicant's personal folder.



The My Portfolio page.

The user may, however, update or delete the record by clicking the item itself.

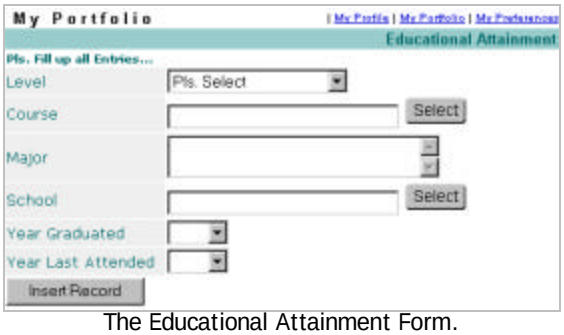
Message #6: Reminders!!!


Reminders!!!
To Manage Record:
- Click on the item you wish to delete
To Add New Record:
- Click Add button
We do not allow editing of entries in this page. It is suggested to delete the entry and add an updated info.
A Reminder Message

The succeeding topic will discuss about the My Portfolio submenus.

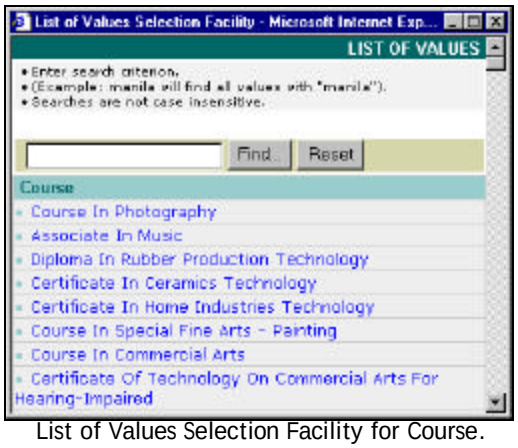
b.1 Educational Attainment

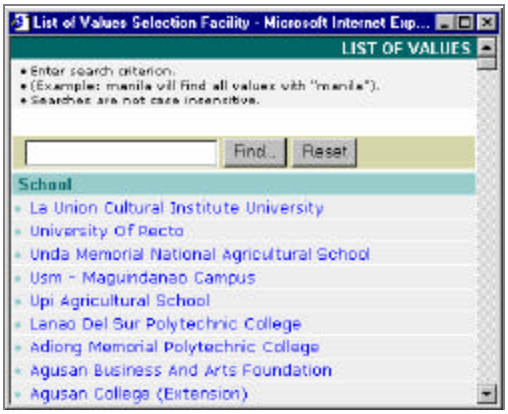
Under the **Educational Attainment** are the job applicant's educational accounts for different levels. The user have to specify the **Inclusive Dates** of study, the corresponding **Level**, the **Course**, **School** and **Honors Received**.



The Educational Attainment Form.

The two **Select** Button will lead to **List of Values Selection Facility** for course and school respectively.


List of Values Selection Facility - Microsoft Internet Exp...
LIST OF VALUES
• Enter search criterion.
• (Example: manila will find all values with "manila").
• Searches are not case insensitive.
Find...
Reset
Course
Course In Photography
Associate In Music
Diploma In Rubber Production Technology
Certificate In Ceramics Technology
Certificate In Home Industries Technology
Course In Special Fine Arts - Painting
Course In Commercial Arts
Certificate Of Technology On Commercial Arts For Hearing-Impaired
List of Values Selection Facility for Course.

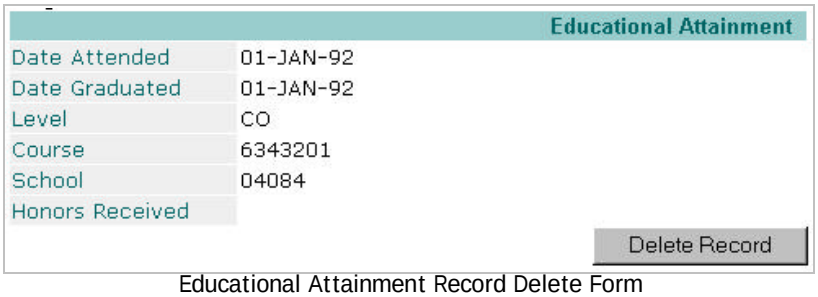


List of Values Selection Faclity for School.

The List of Values Selection Facility for course varies on the selected value for the field Level.

The **Insert Record** Button enables to add the Educational Attainment record into the Educational Attainment folder and go back to the My Portfolio page.

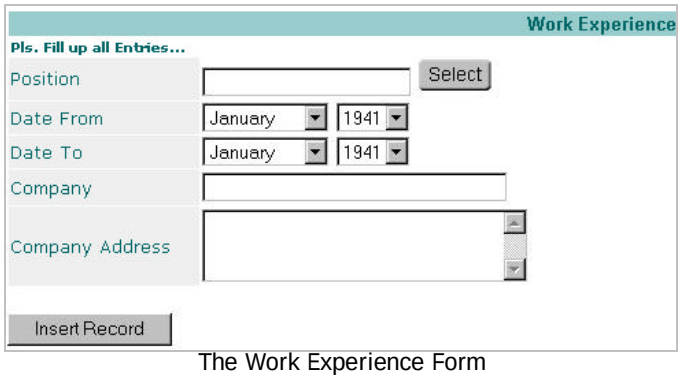
Once the user clicked an existing record in the My Portfolio page under the Educational Attainment subfolder, the system will open the said record that will enable the job applicant to delete the said record.



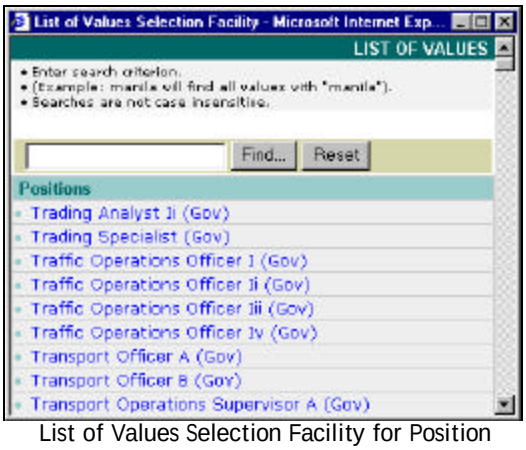
Educational Attainment Record Delete Form

b.2 Work Experience

This folder holds all the job applicant's work experiences records. The job applicant will be required to fill out the **Inclusive Dates** of work, the corresponding **Position**, **Establishment Name** and **Establishment Address**.

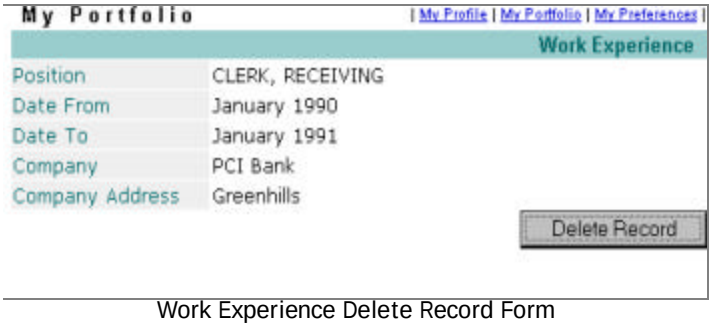


The Work Experience Form


List of Values Selection Facility - Microsoft Internet Exp...
LIST OF VALUES
• Enter search criterion.
• (Example: manila will find all values with "manila").
• Searches are not case insensitive.
Find...
Reset
Positions
Trading Analyst Ii (Gov)
Trading Specialist (Gov)
Traffic Operations Officer I (Gov)
Traffic Operations Officer Ii (Gov)
Traffic Operations Officer Iii (Gov)
Traffic Operations Officer Iv (Gov)
Transport Officer A (Gov)
Transport Officer B (Gov)
Transport Operations Supervisor A (Gov)

List of Values Selection Facility for Position

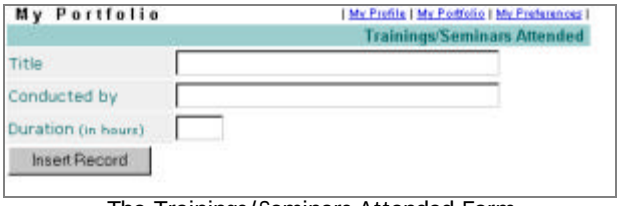
However, if the user clicked an existing record from the Work Experience Subfolder, the system will open the **Work Experience Delete Record** form.



Work Experience Delete Record Form

b.3 Trainings/Seminars Attended

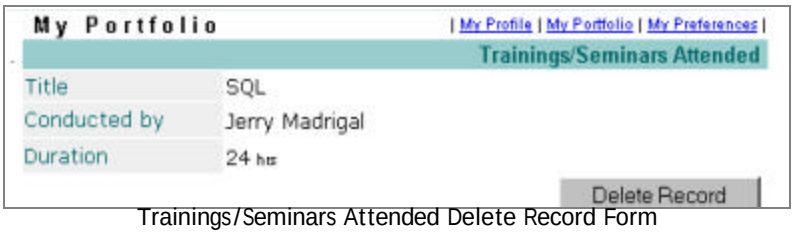
Since the My Portfolio page is almost like that of a written resumè, the trainings/seminars attended by the job applicant should also be included. In this My Portfolio submenu, the **Training/Seminar's Duration**, **Title** and the **Person or Organization who Conducted** the Training/Seminar are taken into consideration. See figure below for the illustration of **Trainings/Seminars Attended** Form.



The Trainings/Seminars Attended Form

Duration field asks for the dates when the Training/Seminar was conducted. **Title** field is simply the Training/Seminar's Title. Lastly, **Conducted by** asks who was the person, organization or company who facilitated the said Training/Seminar.

For deleting existing records, the user has to click the record under the Trainings/Seminars Attended Subfolder, and the **Trainings/Seminars Attended Delete Record** form below will open.

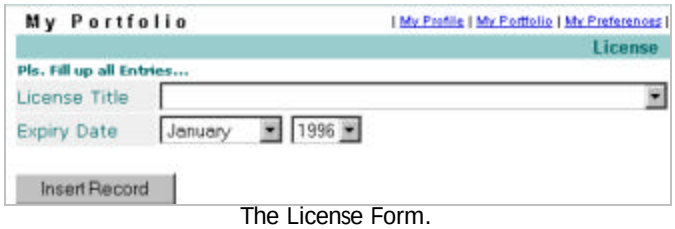


Trainings/Seminars Attended Delete Record Form

b.4 Professional Licenses/Eligibilities/Certifications

✍✍ *License*

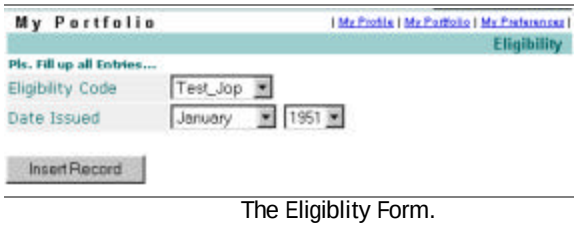
Under the **License** submenu are the job applicant's license titles that the user received from different licensing institutions. Clicking the **Pop-up** Button will display values for selection and let the user choose from the different license codes. Among the information that will be asked are the **Inclusive Dates** of Effectivity of the license, the **License Code**, and the **License Number**.



The License Form.

✍✍ *Eligibility*

The **Eligibility** folder pertains to the government service eligibility examinations undetaken by the prospective job applicant.



The Eligiblity Form.

The user may delete an existing Eligibility Record by clicking the record the user wishes to delete on the My Portfolio page.

Eligibility Record Delete Form

✍✍ *Certification*

The **Certification** submenu holds all the achievements and recognitions certificates received by the job applicant.

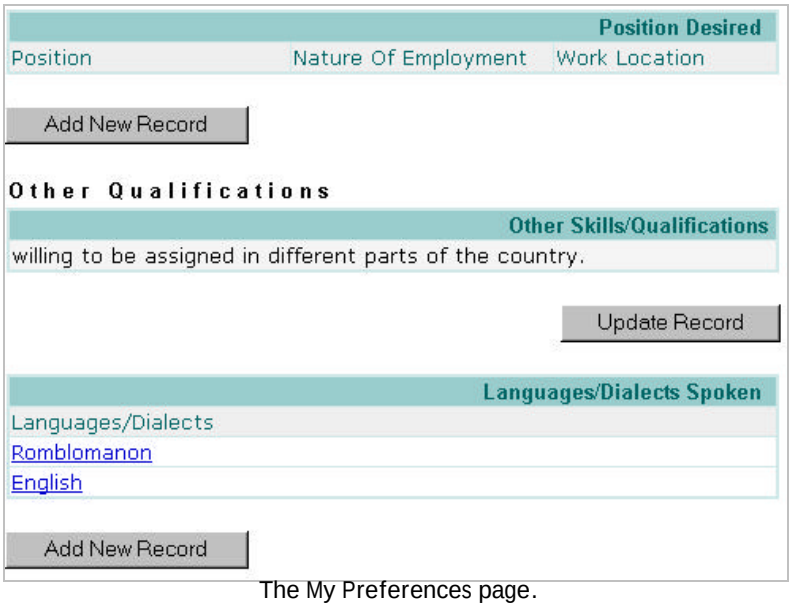
The Certification Form.

An existing Certification record may be deleted once the user clicked the record from the My Portfolio page. The **Delete Certificate Record** form will appear.

Delete Certificate Record Form

c. My Preferences

The **My Preferences** page's main concern deals about the likes of the job applicant. It includes priority for **Position Desired**, **Other Qualifications/Informations** about the applicant that will boost up the applicant's application, and also the **Languages/Dialects** the applicant is capable of conversing.



The My Preferences page.

The user may delete or update an existing record by clicking the item he wishes to change. While, **Add New Record** Button enables the user to insert a new record under both the Position Desired and Languages/Dialect Spoken submenu. Contrary to the **Add New Record** Button, the **Update** Button does

not add a new record, it only updates what was already written under the Other Qualifications/Information submenu.

c.1 Position Desired

A submenu under **My Preferences** is the **Position Desired** where the user has the option to insert a new record.

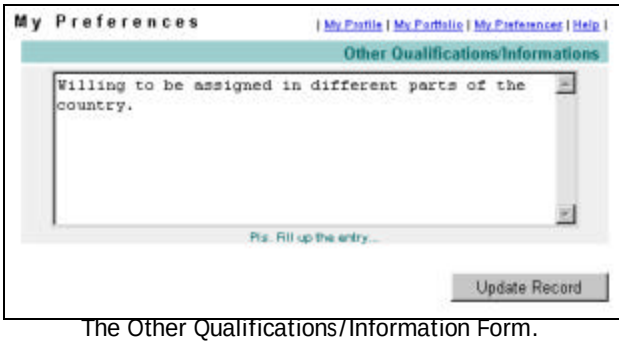
The Position Desired Form.

The next figure will appear once the **Select** Button was clicked. However, the Buttons from the **Nature of Employment**, **Work Location** and **Sector** fields allow the user to select for preset values contained in the pull-down window.

List of Values Facility for Position

c.2 Other Qualifications/ Informations

Under the **My Preferences** page is the **Other Qualifications/** Informations page which includes informations the applicant wanted the prospective employer to know about the job applicant.

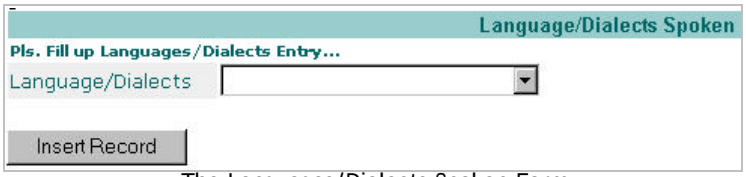

My Preferences
| My Profile | My Portfolio | My Preferences | Help |
Other Qualifications/Informations
Willing to be assigned in different parts of the country.
Pls. Fill up the entry...
Update Record

The Other Qualifications/Information Form.

After the applicant has entered all the necessary additional information about him into the text box provided, the applicant may update his record and return to the My Preferences page by clicking the **Update Record** Button.

c.3 Language/ Dialects Spoken

Under **My Preferences** page is the **Language/Dialects** folder to choose for the Language/Dialect the job applicant is capable of communicating. Some employers give more importance to applicants who are proficient in some language/dialects that they may prefer. For example, Japanese-owned companies are apt to look for applicants who can communicate Nihonggo. In order to choose for the Languge/Dialect, the user have to click the **Pop-up** Button to list the selection values.



The Languages/Dialects Spoken Form

In order to delete an existing record from the Language/ Dialect Folder, the job applicant should click the corresponding record to open the Delete Language/Dialect Record Page.

Delete Language/Dialect Record Page

Table #1.
A summary of error messages and the possible cause of error.

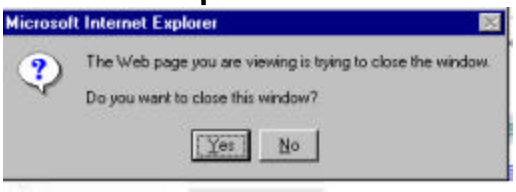
Error Message	Cause
1. You are trying to insert an existing record.	a. The record the user is trying to insert already exist or it is the same with the one that is already on the record. b. The user clicked the **Insert Record** Button twice or more.
2. All entries should be filled up.	a. The user missed to fill-out one or more blank fields.

C. System Log Out for Job Applicants

Whether the user is in the Job Applicant Main Page, My Profile, My Portfolio or in the My Preferences page, the user may be able to exit the system by clicking the Log-out link at the topmost right part of the screen.

From the figure above, the user is in the Job Applicant Main Page. Notice the Log-out link at the corner of the screen. Once the user clicked the Log-out link, the screen will prompt the user for a Yes/No answer. The message is shown below.

Message# 7: Microsoft Internet Explorer


Microsoft Internet Explorer
The Web page you are viewing is trying to close the window.
Do you want to close this window?
Yes
No

A Yes answer will save all the changes done in the job applicant's account and go back to the Home page. A No answer returns the user to the previous screen.

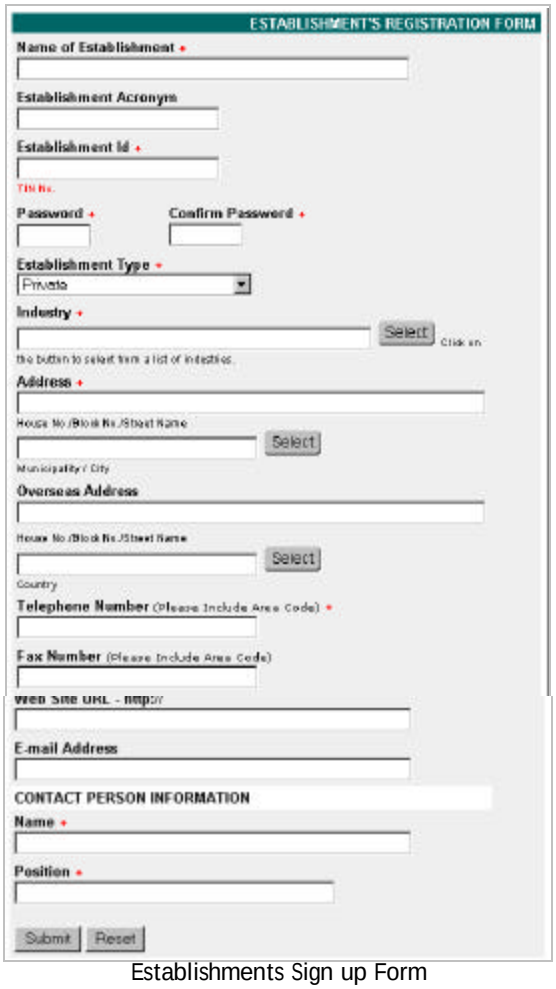
D. Miscellaneous Sub Menus

Under the Miscellaneous Sub Menus are the different submenus under the Main Menu that the user may go into, but these are of least importance to the Job Applicant. The following Miscellaneous submenus are summarized as follows:

1. Establishments

a. Sign Up

The **Establishments** Submenu manages the Establishments posting for their Job Vacancy. Just like a Job Applicant, every establishment is required to Sign Up in order to formalize their Job posting. Among the information that the system may require the establishment are the **Establishment Name**, **Acronym**, **Establishment ID** or **TIN Number** and **Password**.



Establishments Sign up Form

b. Log In

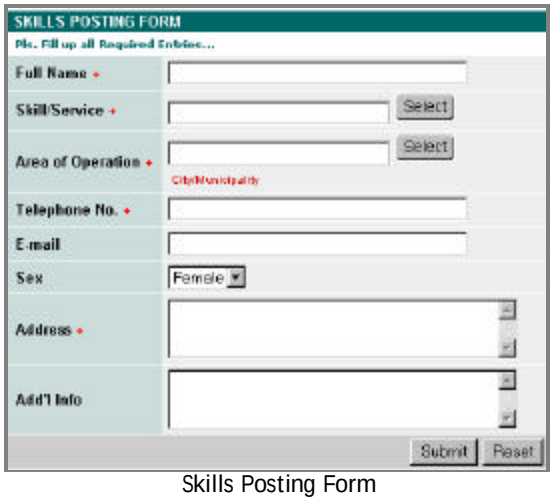
Once the establishment has already signed up, the user must remember his **Establishment's ID** and **Password**. These will serve as the establishment's access into the system.

Establishments Log In From

2. Skills for Hire

a. Skills Posting Form

A skill refers to the expertise of a certain person. Skills pertained herein are those abilities gained by the person even without formal education. The Skills Posting Page are for people considered as Blue Collar Job in our society. Those jobs that does not require years of study in order to gain the skills are basically the ones posted in this page. Among the skills that may be posted in the Skills Posting Form are Driving, Plumbing, Carpentry works and the list goes on.

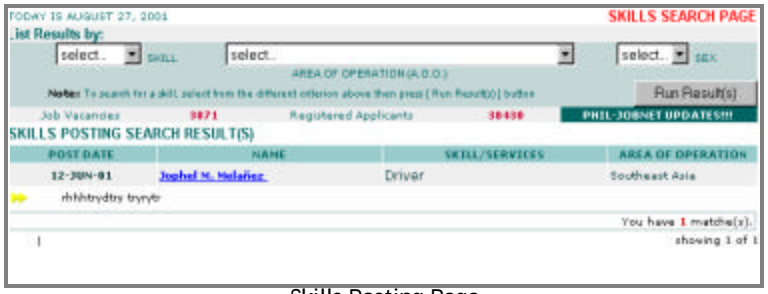


Skills Posting Form

We can notice that the form requires information such as the **Full Name** of the posting person, the **Skills/Service** the person wanted to post, the **Area of Operation**, his **Telephone Number**, **E-mail**, **Sex**, **Address** and some **Additional Information** like the Expected Payment for the Labor.

b. Skills Posting Page

The user may be able to view the list of all the names of people who have posted their skills on the **Skills Posting Page**. Once a skill has been posted, the system will automatically add the name of the person who posted his skills into the Skills Posting page. A person who might require the service of the posted skills will just have to visit this page.

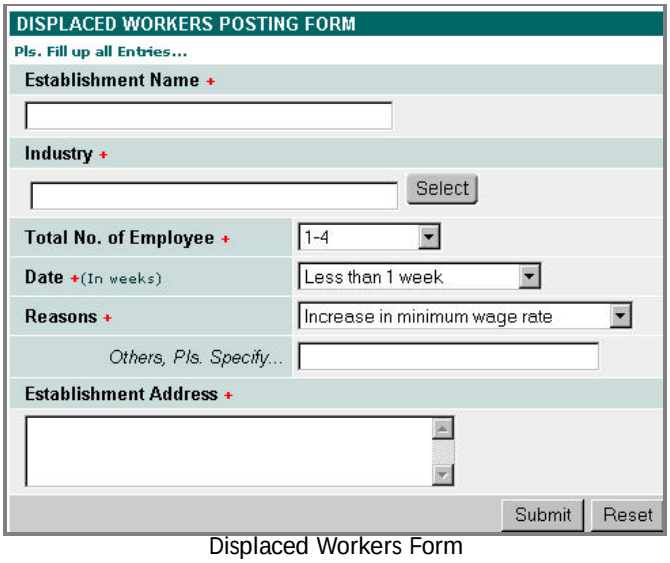


Skills Posting Page

3. Displaced Workers

a. Displaced Workers Form

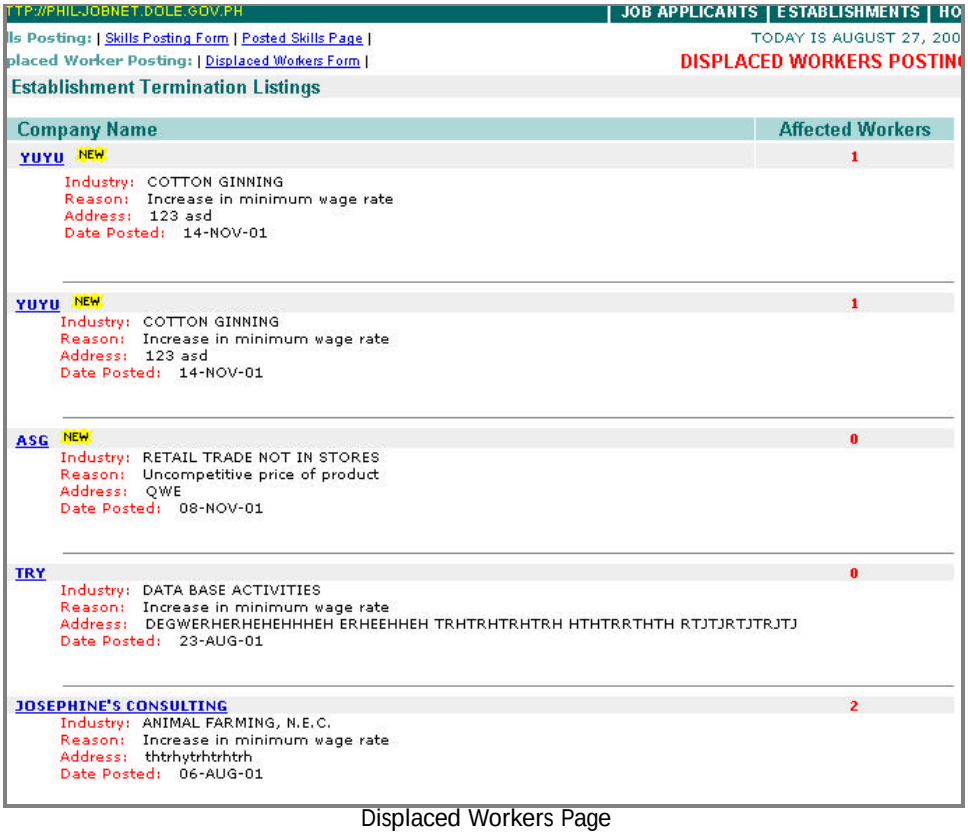
The **Displaced Workers Posting Form** is intended for the use of establishments who want to lay-off their employees for some particular reasons. The purpose is to post employees who might qualify for a position in other establishments and to help them find another job.



Displaced Workers Form

b. Displaced Workers Page

The user may be able to view the **Displaced Worker's Name**, the **Industry** they belong, the **Reason** for displacing them, the **Company Address**, the **Date** when posting was made and the **Number of Employees** affected by this displacement in the **Displaced Workers Page**.

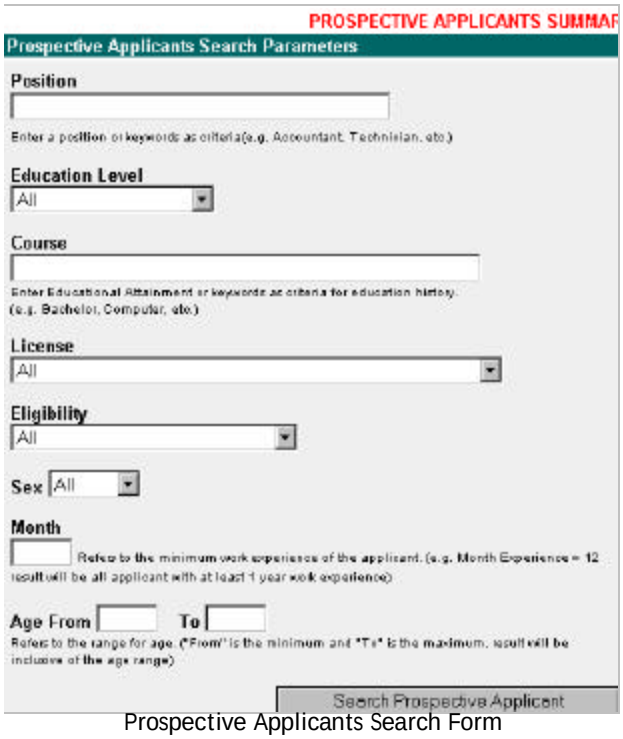

TTP://PHILJOBNET.DOLE.GOV.PH
JOB APPLICANTS | ESTABLISHMENTS | HO
ls Posting: | Skills Posting Form | Posted Skills Page |
TODAY IS AUGUST 27, 200
placed Worker Posting: | Displaced Workers Form |
DISPLACED WORKERS POSTIN
Establishment Termination Listings
Company Name
Affected Workers
YUYU NEW 1
Industry: COTTON GINNING
Reason: Increase in minimum wage rate
Address: 123 asd
Date Posted: 14-NOV-01
YUYU NEW 1
Industry: COTTON GINNING
Reason: Increase in minimum wage rate
Address: 123 asd
Date Posted: 14-NOV-01
ASG NEW 0
Industry: RETAIL TRADE NOT IN STORES
Reason: Uncompetitive price of product
Address: QWE
Date Posted: 08-NOV-01
TRY 0
Industry: DATA BASE ACTIVITIES
Reason: Increase in minimum wage rate
Address: DEGWERHERHEHEHHHEH ERHEEHHEH TRHTRHTRHTRH HTHTRRTHTH RTJTJRTJTRJTJ
Date Posted: 23-AUG-01
JOSEPHINE'S CONSULTING 2
Industry: ANIMAL FARMING, N.E.C.
Reason: Increase in minimum wage rate
Address: thtrhytrhtrhtrh
Date Posted: 06-AUG-01

Displaced Workers Page

4. Statistical Summaries

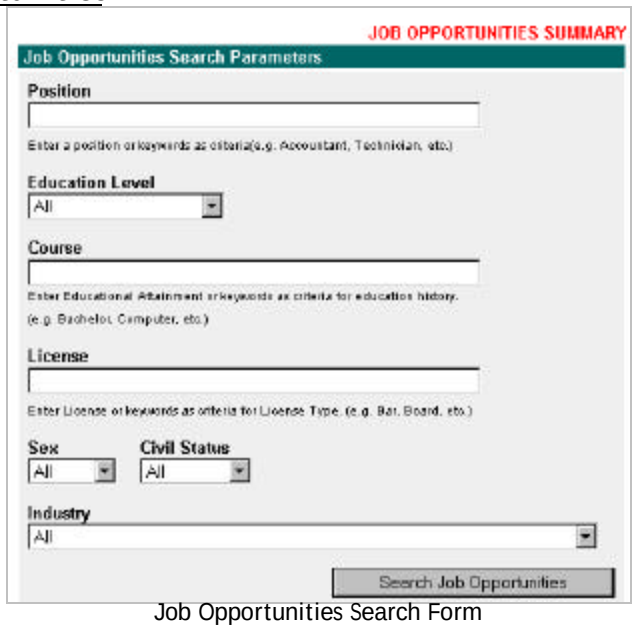
The **Statistical Summaries** Submenu is intended for both the Job Applicant and the Establishments. In this page, an applicant may be able to search for **Job Opportunities**. Conversely, the establishment or company may be able to search for **Prospective Applicants**. Though, the user, be it an applicant or an establishment, may search for their prospects by placing some standards on the prospect's qualifications.

a. Prospective Applicants


PROSPECTIVE APPLICANTS SUMMAR
Prospective Applicants Search Parameters
Position
Enter a position or keywords as criteria(e.g. Accountant, Technician, etc.)
Education Level
All
Course
Enter Educational Attainment or keywords as criteria for education history.
(e.g. Bachelor, Computer, etc.)
License
All
Eligibility
All
Sex All
Month
Refers to the minimum work experience of the applicant. (e.g. Month Experience = 12 result will be all applicant with at least 1 year work experience)
Age From To
Refers to the range for age. ("From" is the minimum and "To" is the maximum. result will be inclusive of the age range)
Search Prospective Applicant
Prospective Applicants Search Form

The **Prospective Applicants Search** form enables the establishment search for potential applicants that may qualify the criterion set by the searching establishment. Since search is bounded only to those who will qualify the various categories such as **Job Position**, **Education Level**, **Course**, **Month** (which refers to minimum work experience of the applicant counted by the number of months) and the **Age** bracket, the searching establishment won't have to go through a huge number of nuisance applicants. Instead, all the potential applicants will be summarized into a smaller number.

b. Job Opportunities



Job Opportunities Search Form

Different from the previously discussed topic, this time, it is the job applicant who will use this page. In the **Job Opportunities Search** page, the applicant may search for the different job vacancies posted by the establishments. This page aims to help the applicants search for job opportunities relevant to their **Position**, **Education Level**, **Course**, **License** and **Region** (which pertain to the applicant's preferred place of work).

chapter 3
the major links

Major Links

The Major Links is almost the same as that of the Main Menu. The Major Links serves as the links for the **Job Applicants** and **Establishments** Submenus, and the **Home** (which is not contained in the Main Menu). However, all the other submenus from the Main Menu are not in the Major Links. The Major Links oftentimes appear at the topmost right part of the screen while the Main Menu can only be found at the Home Page, as discussed previously in Chapter 1.

The following are the functions of the links under the Major Links Menu:

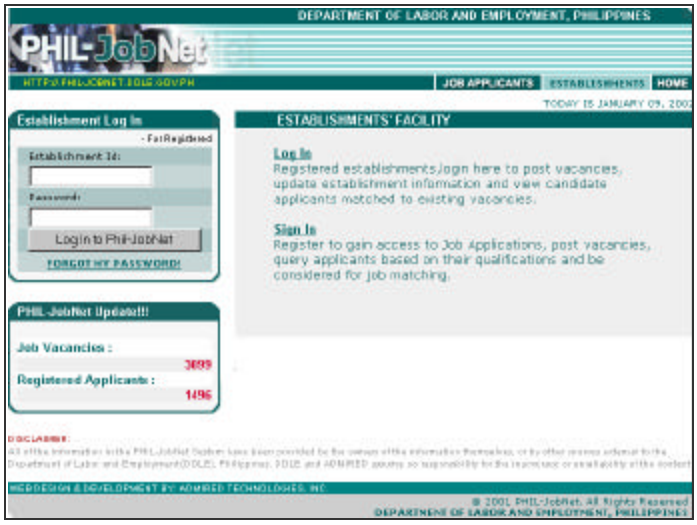
1. Job Applicants

The Job Applicants Link opens the user into the **Log In page for Job Applicants**. For a detailed discussion, refer to System Log In for Job Applicants in Chapter 2 of the Job Applicant's Manual.

Job Applicants Login Page

2. Establishments

The Establishments Link opens the user into the **Log In page for Establishment**. For a detailed discussion, refer to System Log In for Establishments in Chapter 2 of the Establishment's Manual.



Establishments Login Page

3. Home

The Home Link opens the user to the **Home Page** of the website.

PHIL-JobNet Main Page

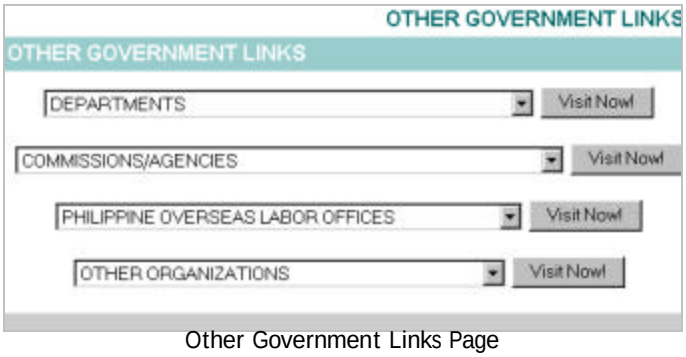
chapter 4
minor links and logo links

A. The Minor Links

The **Minor Links** is visible directly below the Main Menu. It contains links for the following: Other Government Institutions' Websites (Other Gov't Links), the PHIL-JobNet's Help page (Help Topics) and Search page (Search), PHIL-JobNet's FAQ or Frequently Asked Questions page (F.A.Q.), News and Updates posted in the PHIL-JobNet News and Updates), Bureau of Local Employment's (BLE) Directory of Officials (Directory), a facility for sending BLE an electronic mail (Contact Us), Information about the PHIL-JobNet (About PHIL-JobNet) and lastly, the Bureau of Local Employment (BLE) Information System (BLE-IS).

The Minor Links

1. Other Government Links



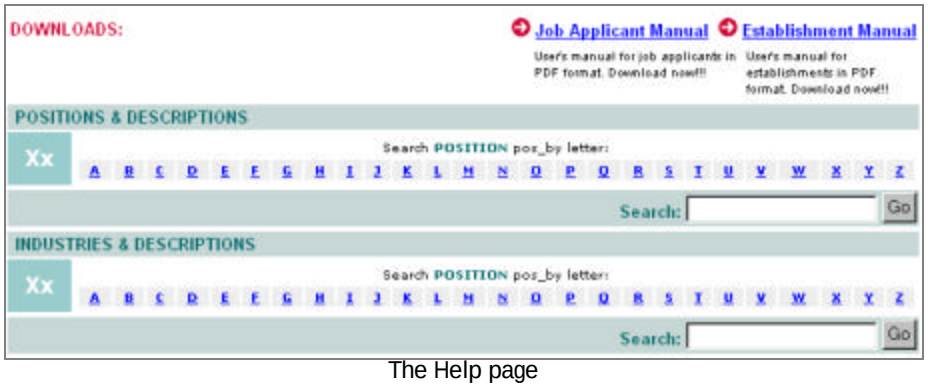
Other Government Links Page

This page enables the user to connect to the website of the different **Government Establishments** which are classified as Departments, Commissions/Agencies, RP Diplomatic Post, Phil. Overseas Labor Forces and Other Organizations. Among the government links are the Department of Labor and Employment (DOLE), Department of Justice (DOJ), Department of Health (DOH), etc.

The user may choose from the List on the different fields by clicking the symbol. Once the user has already chosen the government institution's name, the **Visit Now!** Button will initiate the connection.

2. Help Topics

Help page facilitates the search for Positions and its Description that might be confusing to the user.

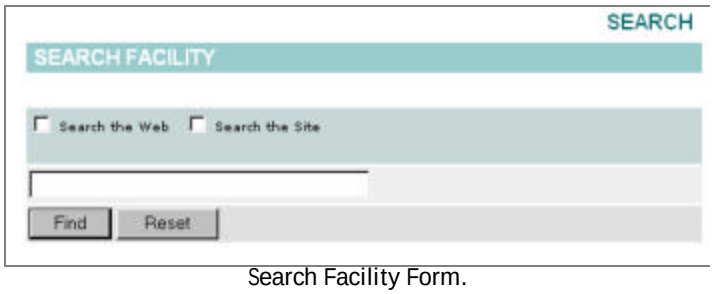

DOWNLOADS:
Job Applicant Manual
User's manual for job applicants in PDF format. Download now!!!
Establishment Manual
User's manual for establishments in PDF format. Download now!!!
POSITIONS & DESCRIPTIONS
Search POSITION pos_by letter:
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Search:
Go
INDUSTRIES & DESCRIPTIONS
Search POSITION pos_by letter:
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Search:
Go
The Help page

The user may seek Help through this page by typing the entire word or just the beginning letter of the word into the blank field and click the **Go** Button.

Table #2
A summary of Help Page's Links and its Corresponding Result

Links	Outcome
Job Applicant Manual	Allows the user to download the Job Applicant's Manual in PDF format, a prospective Job Applicant's basic guide to Exploring the PHIL-JobNet Website, including the steps on how to have a successful sign up and log in.
Establishment Manual	Allows the user to download the Establishment in PDF format, a prospective Employer's basic guide to Exploring the PHIL-JobNet Website, including the steps on how to have a successful sign up and log in.

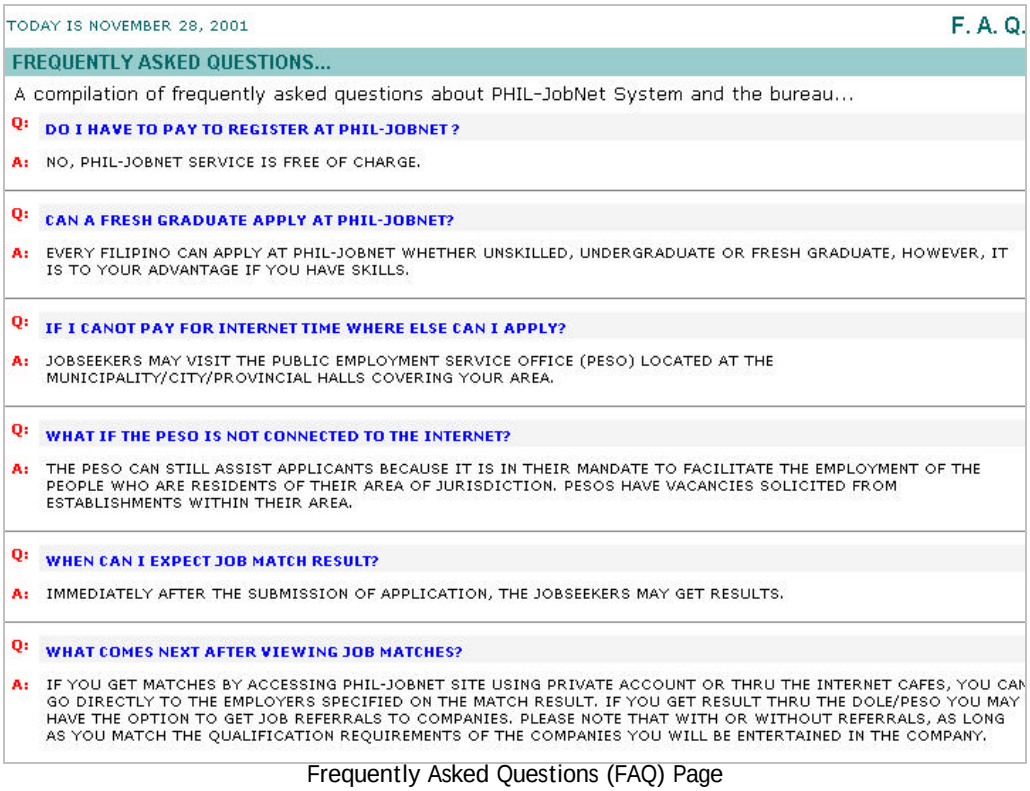
3. Search



Search Facility Form.

The user can type in **subjects** or **topics** to search for. The user has the option to **Search** for a topic within the site of PHIL-JobNet or the Web.

4. Frequently Asked Questions (FAQ)


TODAY IS NOVEMBER 28, 2001 F. A. Q.

FREQUENTLY ASKED QUESTIONS...

A compilation of frequently asked questions about PHIL-JobNet System and the bureau...

Q: DO I HAVE TO PAY TO REGISTER AT PHIL-JOBNET ?

A: NO, PHIL-JOBNET SERVICE IS FREE OF CHARGE.

Q: CAN A FRESH GRADUATE APPLY AT PHIL-JOBNET?

A: EVERY FILIPINO CAN APPLY AT PHIL-JOBNET WHETHER UNSKILLED, UNDERGRADUATE OR FRESH GRADUATE, HOWEVER, IT IS TO YOUR ADVANTAGE IF YOU HAVE SKILLS.

Q: IF I CANOT PAY FOR INTERNET TIME WHERE ELSE CAN I APPLY?

A: JOBSEEKERS MAY VISIT THE PUBLIC EMPLOYMENT SERVICE OFFICE (PESO) LOCATED AT THE MUNICIPALITY/CITY/PROVINCIAL HALLS COVERING YOUR AREA.

Q: WHAT IF THE PESO IS NOT CONNECTED TO THE INTERNET?

A: THE PESO CAN STILL ASSIST APPLICANTS BECAUSE IT IS IN THEIR MANDATE TO FACILITATE THE EMPLOYMENT OF THE PEOPLE WHO ARE RESIDENTS OF THEIR AREA OF JURISDICTION. PESOS HAVE VACANCIES SOLICITED FROM ESTABLISHMENTS WITHIN THEIR AREA.

Q: WHEN CAN I EXPECT JOB MATCH RESULT?

A: IMMEDIATELY AFTER THE SUBMISSION OF APPLICATION, THE JOBSEEKERS MAY GET RESULTS.

Q: WHAT COMES NEXT AFTER VIEWING JOB MATCHES?

A: IF YOU GET MATCHES BY ACCESSING PHIL-JOBNET SITE USING PRIVATE ACCOUNT OR THRU THE INTERNET CAFES, YOU CAN GO DIRECTLY TO THE EMPLOYERS SPECIFIED ON THE MATCH RESULT. IF YOU GET RESULT THRU THE DOLE/PESO YOU MAY HAVE THE OPTION TO GET JOB REFERRALS TO COMPANIES. PLEASE NOTE THAT WITH OR WITHOUT REFERRALS, AS LONG AS YOU MATCH THE QUALIFICATION REQUIREMENTS OF THE COMPANIES YOU WILL BE ENTERTAINED IN THE COMPANY.

Frequently Asked Questions (FAQ) Page

This shows a page wherein the questions frequently asked by users about PHIL-JobNet system and DOLE is compiled.

5. News and Updates

NEWS

Phil-Jobnet Version 2001 Already Accessible Using The Same Url - (12-NOV-01)

Welcome to the latest version of the Phil-JobNet. This version is accessible using the same URL.

Notice To All Phil-Jobnet Users - (12-NOV-01)

Previously registered jobseekers are advised to update their portfolio and job preferences to facilitate job matching. Please be reminded also that applicant records which are inactive for a period of six (6) months will be permanently deleted in the system without prior notice and applicants will have to register again. Employers who shall be posting vacancies are advised to put in their preferences for every position posted in order to shortlist job match result.

News and Updates page

Those who access this website can view news and updates regarding PHIL-JobNet. This page shows the news and updates currently posted in the website.

6. Directory

SECRETARY PATRICIA A. STO. TOMAS
DEPARTMENT OF LABOR AND EMPLOYMENT

UNDERSECRETARY MANUEL G. IMSON
EMPLOYMENT PROMOTION AND MANPOWER DEVELOPMENT

UNDERSECRETARY JOSE M. ESPAÑOL
WORKERS PROTECTION AND WELFARE

UNDERSECRETARY ARTURO M. BRION
LABOR RELATIONS

ASSSITANT SECRETARY FLORENDA L. HERRERA
EXTERNAL AFFAIRS

ASSISTANT SECRETARY BENEDICTO ERNESTO R. BITONIO, JR.
INTERNAL AFFAIRS

ASSISTANT SECRETARY MA. ANTHONETTE V. ALLEONES
POLICY AND PROGRAM SUPPORT

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2& 3/F St. Clemens Building, Luna St.
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Tel. (033) 320-80-23

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DIRECTOR LOURDES M. TRASMONTE
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Wee Agro Bldg., Veterans Ave. Zamboanga City
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2nd /F, Gonzalo Go Bldg., Corrales Ave., Cagayan de Oro City
Tel.(088)5272218

DIRECTOR MANUEL C. ROLDAN
DOLE-Regional Office No. XI
R.T. Yap Bldg., cor. Bangoy & Monteverde Sts. Davao City
Tel. (082) 2278772

DIRECTOR AIDA M. ESTABILLO
DOLE- Regional Office No. XII
AYS Bldg. 171 Sinsuta Ave., Cotabato City
Tel. (064) 4213348

DIRECTOR ROGER P. CATOTAL
DOLE - Caraga
3/F LCT Bldg., P. Burgos St. Butuan City
Tel. (085) 3412660

Directory Page

The **Directory** page shows the hierarchy of officials of the Department of Labor and Employment (DOLE). It includes the **Name of the Official**, the **Official's Position/Designation**, the **Address** and the **Contact Number**.

7. Contact Us

A Microsoft Outlook Window for sending Comments and Suggestions via email.

Part of the PHIL-JobNet website is that the user or those who access their website can **Send e-mail for comments or suggestions**.

8. About PHIL-JobNet

ABOUT
ABOUT PHIL-JobNet
Phil-JobNet is an internet-based job and applicant matching system which aims to fast track jobseekers search for jobs and employers search for manpower.
This is a facility of the Department of Labor and Employment with Centralized database maintained by the Bureau of Local Employment.
Phil-JobNet services are free of charge both for jobseekers and employers.
TEL. NO. 5272453/5272456
FAX NO. 5272421
ADDRESS BLE @ Velco Center, Roberto Oca St., Port Area, Manila

About PHIL-JobNet Page.

The **About PHIL-JobNet** Page gives the user an overview of the system.

B. Logo Links

The Logo links provide system linkage to three other government agencies such as the **Department of Labor and Employment**, **Bureau of Local Employment** and **Philippine Labor Market Information**. In order to connect to the specific government agency, just click its logo.

Logo Links

Department
Wednesday, January 30, 2002
http://phil-jobnet.dole.gov.ph
DOLE 88th Anniversary Highlights
The President's Message
The Secretary's Message
Kabalikat sa Pambansang Pagsulong At Pag-Unlad
This site is updated daily
DOLE News
Search the DOLE Website! powered by FreeFind
Find!
Minimum Wages Per Region
Labor and Employment Statistics
You are visitor no. 2142 since 27 April 2001
© 2001 Department of Labor and Employment. All rights reserved.

DOLE Website

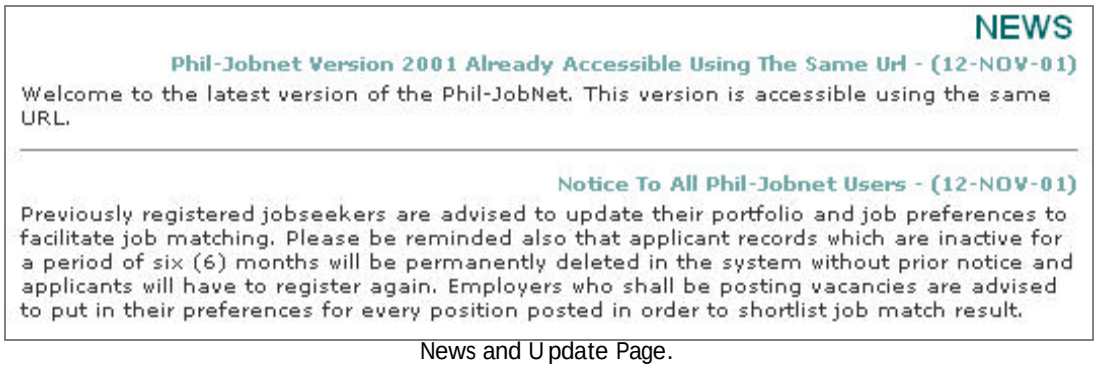
BLE Website

Welcome to the Philippine Labor Market Information website
Phil LMI
The Philippine Labor Market Information
A Labor Market Information which focuses on the Philippine setting for the operations of labor demand and supply, wages, hours of works, employer hiring practices, worker job preferences, and many other factors which shape employer - worker relationship, policies and programs of government, investment decision by employers, and job selection by workers among others.
Labor Market Information Data
The data users can access to a wider range of labor market-related statistical information, covering mainly the following data components:
Economic Structure
Labor and Employment
Education and Manpower Development
Filipinos Overseas
DOLE Administrative Statistics
Demography
Income, Wages and Salaries
Overseas Employment
Investments
Employment Opportunities
APEC LMI data
Sources of Information
Information contained in the PHIL-LMI comes from institutions forming the complete Labor Market Information of the Philippines. These include:

PLMI Website

chapter 5
news & updates

News and Updates


NEWS
Phil-Jobnet Version 2001 Already Accessible Using The Same Url - (12-NOV-01)
Welcome to the latest version of the Phil-JobNet. This version is accessible using the same URL.
Notice To All Phil-Jobnet Users - (12-NOV-01)
Previously registered jobseekers are advised to update their portfolio and job preferences to facilitate job matching. Please be reminded also that applicant records which are inactive for a period of six (6) months will be permanently deleted in the system without prior notice and applicants will have to register again. Employers who shall be posting vacancies are advised to put in their preferences for every position posted in order to shortlist job match result.

News and Update Page.

Those who access this website can view News and Updates regarding Phil-JobNet. This page shows the news and updates currently posted in the website.

chapter 6
PHIL-JobNet statistics

PHIL-JobNet Statistics

The PHIL-JobNet Statistics shows the current number of **Job Applicants** who posted a job application to the system, **Job Vacancies** posted by the establishments, **Skills for Hire** and **Displaced Workers**. The purpose of the PHIL-JobNet Statistics is to provide the Government Institutions as well as the Non-Government Organizations with significant data for the better upliftment of the labor workforce in the local economy.

PHIL-JobNet Statistics

chapter 7 Glossary

Browser

<*Hypertext*> A program that allows a person to read hypertext. The browser gives some means of viewing the contents of nodes (or "pages") and of navigating from one node to another.
Netscape Navigator, Lynx, and Internet Explorer are examples for browsers for the World Wide Web. They act as clients to remote web servers.

Button

<*Operating system*> A graphical representation of an electrical push-button appearing as part of a graphical user interface. Moving the mouse pointer over the graphical button and pressing one of the physical mouse buttons starts some software action such as closing a window or deleting a file.

Electronic mail

<*Messaging*> (e-mail) Messages automatically passed from one computer user to another, often through computer networks and/or via modems over telephone lines.

Headers give the name and electronic mail address of the sender and recipient(s), the time and date when it was sent and a subject. There are many other headers, which may get added by different message handling systems during delivery.

The message is "composed" by the sender, usually using a special program - a "Mail User Agent" (MUA). It is then passed to some kind of "Message Transfer Agent" (MTA) - a program that is responsible for either delivering the message locally or passing it to another MTA, often on another host.
The form "email" is also common, but is less suggestive of the correct pronunciation and derivation than "e-mail". The word is used as a noun for the concept ("Isn't e-mail great?", "Are you on e-mail?"), a collection of (unread) messages ("I spent all night reading my e-mail"), and as a verb meaning "to send (something in) an e-mail message" ("I'll e-mail you (my report)"). The use of "an e-mail" as a count noun for an e-mail message, and plural "e-mails", is now (2000) also well established despite the fact that "mail" is definitely a mass noun.

Oddly enough, the word "emailed" is actually listed in the Oxford English Dictionary. It means, "embossed (with a raised pattern) or arranged in a net work". A use from 1480 is given, the word is derived from French "emmailleure", network. Also "email" is German for enamel.

Field

<*Data, database*> An area of a database record, or graphical user interfaces form, into which a particular item of data is entered.

Example usage: "The telephone number field is not really a numerical field", "Why do we need a four-digit field for the year?".

A database column is the set of all instances of a given field from all records in a table.

Home page

<*World Wide Web*> 1. The top-level entry point web page relating to an individual or institution, or possibly a subject area. This often has a URL consisting of just a hostname, e.g. http://www.ncsa.uiuc.edu/. All other pages on a web site are usually accessible by following links from the home page.

HTML or Hypertext Markup Language

<*Hypertext, World Wide Web, standard*> (HTML) A hypertext document format used on the World Wide Web. HTML is built on top of SGML. "Tags" are embedded in the text. A tag consists of a "<", a "directive" (case insensitive), zero or more parameters and a ">". Matched pairs of directives, like "<TITLE>" and "</TITLE>" are used to delimit text which is to appear in a special place or style.

Links to other documents are in the form <A HREF = "http://machine.edu/subdir/file.html">foo</A>where "A" and "/A" delimit an "anchor", "HREF" introduces a hypertext reference, which is most often a Uniform Resource Locator (URL) (the string in double quotes in the example above). The link will be represented in the browser by the text "foo" (typically shown underlined and in a different colors).

Internet

<*networking*> (Note: capital "I"). It is a three level hierarchy composed of backbone networks (e.g. ARPAnet, NSFNet, MILNET), mid-level networks, and stub networks. These include commercial (.com or .co), university (.ac or .edu) and other research networks (.org, .net) and military (.mil) networks and span many different physical networks around the world with various protocols, chiefly the Internet Protocol.

Until the advent of the World Wide Web in 1990, the Internet was almost entirely unknown outside universities and corporate research departments and was accessed mostly via command line interfaces such as telnet and FTP. Since then it has grown to become an almost-ubiquitous aspect of modern information systems, becoming highly commercial and a widely accepted medium for all sort of customer relations such as advertising, brand building, and online sales and services. Its original spirit of cooperation and freedom has, to a great extent, survived this explosive transformation with the result that the vast majority of information available on the Internet is free of charge.

While the web (primarily in the form of HTML and HTTP) is the best known aspect of the Internet, there are many other protocols in use, supporting applications such as electronic mail, Usenet, chat, remote login, and file transfer.

There were 20,242 unique commercial domains registered with InterNIC in September 1994, 10% more than in August 1994. In 1996 there were over 100 Internet access providers in the US and a few in the UK (e.g. the BBC Networking Club, Demon, PIPEX).

There are several bodies associated with the running of the Internet, including the Internet Architecture Board, the Internet Assigned Numbers Authority, the Internet Engineering and Planning Group, Internet Engineering Steering Group, and the Internet Society.

Login

<*jargon*> (Or "log in", "log on", "logon") To start a session with a system, usually by giving a user name and password as a means of user authentication. The term is also used to mean the ability to access a service (also called an account), e.g. "Have you been given a login yet?"
"Log in/on" is occasionally misused to refer to starting a session where no authorization is involved, or to access where there is no session involved. E.g. "Log on to our Web site!"

Network

<*networking*> Hardware and software data communication systems. Networks are often also classified according to their geographical extent: local area network (LAN), metropolitan area network (MAN), wide area network (WAN) and also according to the protocols used.

Real-time

Describes an application that requires a program to respond to stimuli within some small upper limit of response time (typically milli- or microseconds). Process control at a chemical plant is the classic example. Such applications often require special operating systems (because everything else must take a back seat to response time) and speed-tuned hardware.

In jargon, refers to doing something while people are watching or waiting. "I asked her how to find the calling procedure's program counter on the stack and she came up with an algorithm in real time."

Used to describe a system that must guarantee a response to an external event within a given time.

System

1. The supervisor program or operating system on a computer.

2. The entire computer system, including input/output devices, the supervisor program or operating system and possibly other software.
3. Any large program.
4. Any method or algorithm.

URL or Uniform Resource Locator

<*World Wide Web*> (URL, previously "Universal") A standard way of specifying the location of an object, typically a web page, on the Internet. Other types of object are described below. URLs are the form of address used on the World Wide Web. They are used in HTML documents to specify the target of a hyperlink, which is often another HTML document (possibly stored on another computer).

Here are some example URLs:
http://www.w3.org/default.html
http://www.acme.co.uk: 8080/images/map.gif
http://www.foldoc.org/?Uniform+Resource+Locator
http://www.w3.org/default.html#Introduction
ftp://wuarchive.wustl.edu/mirrors/msdos/graphics/gifkit.zip
ftp://spy:secret@ftp.acme.com/pub/topsecret/weapon.tgz
mailto:fred@doc.ic.ac.uk
news:alt.hypertext
telnet://dra.com

The part before the first colon specifies the access scheme or protocol. Commonly implemented schemes include: ftp, http (World-Wide Web), gopher or WAIS. The "file" scheme should only be used to refer to a file on the same host. Other less commonly used schemes include news, telnet or mailto (e-mail).

The part after the colon is interpreted according to the access scheme. In general, two slashes after the colon introduce a hostname (host:port is also valid, or for FTP user:passwd@host or user@host). The port number is usually omitted and defaults to the standard port for the scheme, e.g. port 80 for HTTP.

For an HTTP or FTP URL the next part is a pathname, which is usually related to the pathname of a file on the server. The file can contain any type of data but only certain types are interpreted directly by most browsers. These include HTML and images in gif or jpeg format. The file's type is given by a MIME type in the HTTP headers returned by the server, e.g. "text/html", "image/gif", and is usually also indicated by its filename extension. A file whose type is not recognized directly by the browser may be passed to an external "viewer" application, e.g. a sound player.

The last (optional) part of the URL may be a query string preceded by "?" or a "fragment identifier" preceded by "#". The later indicates a particular position within the specified document.

Only alphanumeric, reserved characters (:/?#"<>%+) used for their reserved purposes and "$", "-", "_", ".", "&", "+" are safe and may be transmitted unencoded. Other characters are encoded as a "%" followed by two hexadecimal digits. Space may also be encoded as "+". Standard SGML "<name>;" character entity encoding (e.g. "acute;") are also accepted when URLs are embedded in HTML. The terminating semicolon may be omitted if a non-letter character follows <name>.

Web page

<*World Wide Web*> A block of data available on the World Wide Web, identified by a URL. In the simplest, most common case, a web page is a file written in HTML, stored on the server. It may refer to images, which appear as part of the page when it is displayed by a web browser. It is also possible for the server to generate pages dynamically in response to a request.

A web page can be in any format that the browser or a helper application can display. The format is transmitted as part of the headers of the response as a MIME type, e.g. "text/html", "image/gif".

An HTML web page will typically refer to other web pages and Internet resources by including hypertext links.

A web site often has a home page (usually just the hostname, e.g. http://www.foldoc.org/). It may also have individual home pages for each user with an account at the site.

Web site

<*World Wide Web*> (Not "website") Any computer on the Internet running a World Wide Web server process. A particular web site is identified by the hostname part of a URL. Multiple hostnames may actually map to the same computer in which case they are known as "virtual servers".